

Government of the District of Columbia  
Executive Office of the Mayor  
Justice Grants Administration (JGA)  
Suite 407  
1350 Pennsylvania Avenue, NW  
Washington D.C. 20004



## **REQUEST FOR APPLICATIONS**

RFA # 2010-11

Inmate and Family Support Services  
Local Funds Grant

November 13, 2009

Application Deadline: December 2, 2009 5:00pm  
Late applications will not be accepted

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The Executive Office of the Mayor (EOM) of the Government of the District of Columbia reserves the right to, without prior notice, reduce or cancel one or more programs listed in this Request for Applications (RFA), reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the, if awarded, sub grant agreement are contingent on agency funding and sub grantee performance, and in accordance with applicable sections within the sub grant award and/or agreement.

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## I. Availability of Funds Summary

*a. Potential funding level and number of award*

Up to \$55,000 will be available to support up to two (2) awards.

*b. Award period*

The funding period for awards is scheduled to begin on January 1, 2010.

Grantees will be expected to begin project activities on January 1, 2010; initial reimbursement will not be available until February. All funding awards will be for a 9-month project period with extensions granted only in exceptional circumstances and through a formal request and approval process as identified below.

Applicants are eligible for but should not expect to receive a second year of funding from JGA. Applicants that are interested in proposing longer-term projects and receiving continued funding from JGA will need to re-apply to JGA for a second year of funding, and will need to demonstrate substantial progress towards meeting required outputs/outcomes in year one.

*c. Eligibility requirements*

Qualified non-profit and for-profit community based organizations are eligible and invited to submit applications.

## II. Funding Initiative

*a. Funding initiative*

JGA has identified the following local funding initiative for this RFA:

### **Inmate and Family Support Services**

The goal of this funding initiative is to support a service program that provides assistance and support to inmates in the custody of the District of Columbia Department of Corrections (DOC) as well as to families of inmates.

The key components of this funding initiative for grantees include:

- Funds must be used to support one or more new or existing community-based programs designed to provide inmate and family support services to individuals who are in DOC custody and/or preparing for transition into the community.
- Services may vary, but should include elements such as facilitation of visitation, family strengthening and reunification, providing links to community-based service providers and other vital support services.
- Applications should include memorandums of understanding and/or letters of support from the appropriate criminal justice District or Federal agencies that have oversight of the target population and whose participation and support are needed to ensure the target outcomes can be achieved.
- A preference will be given to applications that include the following project elements:
  - If seeking to fund an existing program, data-driven evidence that the current program is effectively providing services to and achieving positive outcomes for the identified population as well

as outcome data that demonstrates a positive impact consistent with best practices for this population.

- Programs that reflect evidence-based principles and practices for achieving positive outcomes for the target population, including both inmates and the families of inmates.
- Formal partnerships with research/technical assistance/evaluation/peer learning or other project partner(s) that can ensure the successful and timely implementation and evaluation of all initiatives components.
- Applications that identify a long-term, sustainable financing structure for program activities independent of JGA funding.

*b. Required outputs and outcomes*

Applicants are asked to focus their application for funding around outputs and outcomes, and will be required to report on these outputs and outcomes on a quarterly basis. Applicants should address in their applications how they will track and meet these outputs and outcomes through their use of JGA funding; specify the outputs and outcomes to their particular project and identify benchmark targets where appropriate; and demonstrate a logical connection between proposed funding activities and these measures.

- Outputs

- Program participant eligibility criteria, assessment, and referral process finalized and approved by all stakeholders
- Memorandums of understanding, letters of support, and collaboration implementation strategies finalized with all project partners
- Number and demographics of participants served, and type of services/activities provided
- Plan developed and implemented to provide for the programmatic and financial sustainability of the program activities after JGA funding ends
- Additional output measures as appropriate for the specific program proposed

- Outcomes

- For all participants referred to the program to date, number and percentage of program participants that were served or successfully completed all program requirements
- For all participants referred to the program to date, number and percentage of program participants that were not served, or unsuccessful, or terminated from the program, and percentage breakdown of reasons for participants that did not complete the program successfully
- Number and percentage of all participants arrested during and after program participation
- Number and percentage of all participants convicted during and after program participation
- Number and percentage of all participants re-incarcerated during and after program participation
- Additional outcome measures as appropriate for the specific program proposed

*c. Required use of funds*

Applicants are required to use their grant from JGA for the following purposes, and applicants' applications and budgets should reflect these purposes:

- Activities that promote the successful reintegration of inmates in the custody on the District of Columbia Department of Corrections by providing assistance and support to inmates and to their families.

### **III. Additional Funding Requirements**

*a. Match*

As JAG sub-grant recipients, grantees are not required to match any portion of their JGA sub-grant award for the 9-month project period. However, applicants' willingness to match JGA's grant award with cash or in-kind resources demonstrates an internal commitment to the project, and will be weighted as such in the scoring of applicants' sustainability plans.

*b. Sustainability*

Applicants are eligible for but should not expect to receive a second year of funding from JGA. Applicants that are interested in proposing longer-term projects and receive continued funding from JGA will need to re-apply to JGA for a second year of funding, and will need to demonstrate substantial progress towards meeting required outputs/outcomes in year one.

Regardless of continued funding support from JGA, applicants must identify how they plan to support and sustain the continuation of program activities if the initiative is successful once JGA funding is completed. Applicants' sustainability plans are weighted heavily in JGA's application reviews and scoring and should be well documented.

*c. Performance measures and reporting*

Grantees will be required to report on performance measures, some which are identified in Section II b, through the normal quarterly programmatic reports submitted to JGA. For each quarter, this performance measure information must be included in the reports that are submitted to JGA no later than the 15th of each month following the end of the FY quarter.

*d. Program monitoring*

Grantees are required to submit, in electronic form, quarterly programmatic reports to JGA, as per JGA reporting guidelines, no later than the 15th of each month following the end of the FY quarter (i.e. April 15; July 15; October 15). JGA will withhold reimbursement until such time as reports are received and/or such reports contain all requested information.

All grantees will receive, at a minimum, an annual site visit from JGA staff to review their grant file, administrative procedures, and program operations. Grantees will be asked to respond to JGA in writing with their plans to address any recommendations for improvement identified by JGA.

*e. Reimbursement requests and expenditure reports*

JGA grants function on a quarterly cost-reimbursement basis. Grantees will be required to submit electronic requests for reimbursement accompanied by scanned supporting financial documentation and original signature pages to JGA on a quarterly basis no later than the 15th of the month following the end of

the quarter (i.e. April 15; July 15; October 15). Reimbursement requests that are not submitted by the 15th of the month will not be reviewed by JGA until at least the following month. Requests for reimbursement will not be considered until all required financial/programmatic documentation is received, and grantees have met all other outstanding JGA information requests.

Grantees that require a more frequent reimbursement schedule, such as monthly, can request so from the JGA program manager at the time of their grant award. Monthly reimbursement requests will also be due by the 15<sup>th</sup> of each following month. Grantees that are unable to scan financial documentation can request the use of grant funds for a scanner, if allowable.

*f. Use of funds*

Consistent with the funding priorities and required use of funds identified in section II, funds from this RFA can be used for the following:

- Personnel: These costs are for salaries of staff positions that are essential to the success of the project and that have actually devoted time on the project. These costs include fringe benefits, which must be represented separately from the cost of salaries. Fringe benefits must be consistent with the overall fringe rate for applicants' organization.
- Supplies: These costs cover such things as office supplies, paper, toner, and other items that must be used directly for project activities.
- Equipment: These funds are to be used for the purchase of equipment that is essential and used directly by the project. Equipment such as computers, printers, scanners, and fax machines may be purchased with prior approval. These purchases must be identified in the grant budget, must receive approval of JGA, and must have the required letters of certification filed with JGA prior to the purchase.
- Travel: These costs are for travel that is directly related to the project activities and the staff that are funded within the project.
- Consultant/Contractual: Specific approval must be granted by the awarding agency when payment for contractual service is in excess of \$450 per day. Applicants must specify the bidding process in their proposals.

The following restrictions apply to the use of funds from this RFA:

- Supplanting: JGA funds must be used to support new activities or to supplement existing funds for program activities, and not replace funds already appropriated for the same purpose.
- Construction/Other Prohibited Uses: JGA funds may not be used to purchase, lease, rent, or acquire security enhancements or equipment to non-governmental entities not engaged in criminal justice or public safety; vehicles, vessels, or aircraft; luxury items; real estate; construction projects, other than penal correctional institutions; or any similar matters.
- Travel: Grantees cannot exceed travel, meals and lodging rates established by the Federal government ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)).
- Lobbying: No grant funds shall be used to pay for any personal services, advertisement, telegram, telephone communications, letter, printed or written matter, or other device, intended to influence a member of Congress or any other federal, state, or local elected official to favor or oppose any act, bills, resolutions, or similar legislation, or any similar

initiative, constitutional amendment, or any similar procedures by Congress, and local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to federal, state, or local elected officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.

*g. Grant notifications and adjustments*

Once a grant agreement—including a final funding proposal and budget—has been established, grantees are not allowed to change their scope of work, budget, grant period, or make other changes without requesting and receiving approval from JGA. Grantees are responsible for notifying JGA throughout the grant period of any project/program start up or other significant programmatic and/or administrative implementation challenges.

*h. Grantee training*

All grantees will be required to attend a JGA orientation that will cover topics, such as JGA reimbursement, program monitoring, forms, and other grant administration policies and procedures.

*i. Lessons learned*

Grantees will be asked to participate in an end of the year forum sponsored by JGA to identify lessons learned from JGA grants. Grantees may be responsible for, in partnership with JGA, preparing and giving a brief presentation to highlight lessons learned from the use of JGA funds and the policy/programmatic implications of these lessons for District government agencies and community-based organizations.

#### **IV. JGA, Funding, and RFA Background**

*a. JGA agency description*

The Justice Grants Administration is the State-Administering Agency (SAA) that secures and manages federal grant funds related to juvenile and criminal justice for the District of Columbia. JGA is responsible for directing and administering these and other funding streams to the community in a way that facilitates improved programs, policies, and coordination for the District's juvenile and criminal justice systems. JGA has the following overarching goals:

- i. Serve as an efficient, conscientious administrative steward for the District of Columbia for primarily federal and various other funding streams related to juvenile and criminal justice.
- ii. Develop and implement strategic funding initiatives that strengthen the juvenile and criminal justice system, and that ultimately, contribute to improved outcomes for District residents.
- iii. Maintain and increase local, private, and particularly federal resources available to the District's juvenile and criminal justice systems.

*b. Procurement regulations*

JGA follows the competitive bid process for all grant funds in accordance with District and federal procurement regulations.

c. *Payment provisions*

Grant funds, including intra-districts, are awarded on a cost reimbursement basis only. There are no cash advances for start-up costs, or otherwise. Funds are transferred through quarterly or monthly reimbursement checks sent to the grantees' identified point of contact. JGA reserves the rights to modify the allowable cost provisions of grant awards based upon federal or District policy.

d. *Record requirements and retention*

All grantees are expected to comply with the same documentation requirements as JGA including the availability of on-site electronic and/or hard copies of all award agreements, programmatic reports, and expenditure documentation pertaining to JGA's grant award. As per federal guidelines, at any time before final payment and three years thereafter, the District may have the grantee's expenditure statements and source documentation audited. Grantees should recognize that certain circumstances may entail record retention requirements longer than three years.

e. *Non-discrimination in delivery of services*

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under any program or activity receiving JGA program funds.

f. *Rights in data*

Grantees may not publish scientific or technical articles based on this data and/or information without the prior approval and written consent of JGA. JGA shall not unreasonably withhold consent of the sub grantee's request(s) to publish or reproduce data in professional and scientific publications.

Except as otherwise provided by federal law, no recipient of JGA funds shall use or reveal any research or statistical information furnished under JGA by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the JAG program. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Client records will be kept confidential and secure in accordance with the District and federal regulations. In accordance with standard practice, only aggregate data will be released, and/or individual data that is non-identifiable.

g. *Corrective action and termination of funding*

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, the following progressive actions will be taken:

- i. Grantees will be notified by JGA, in writing, of its concerns and associated concrete recommendations of improvement will be identified. In return, grantees are required to respond to all recommendations with a written plan for improvement with associated timelines and/or provide all outstanding documentation.



- ii. If grantees fail to make sufficient progress or meet required timelines, grantees will be notified that they are being placed on corrective action status and will be given 30 days to make sufficient progress towards addressing all identified recommendations for improvement.
- iii. If grantees are not able to satisfy these required conditions by the end of the allocated time frame, funding will be terminated.

A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period. Refer to 28 CFR Part 18 for appeal rights in event of termination.

*h. Contingency clauses*

- i. JGA reserves the right to make changes to the RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations.
- ii. The RFA does not commit JGA to award sub-grants. JGA reserves the right to accept or reject any or all applications if the agency determines it in the best interest of the agency to do so. The agency will notify all applicants of the rejected proposals.
- iii. JGA reserves the right to issue addenda and/or amendments subsequent to the RFA process.
- iv. JGA shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
- v. JGA may conduct pre-award on-site visits to verify information submitted in the application, to provide technical assistance, and to determine if proposed facilities are appropriate for the proposed services.
- vi. JGA may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- vii. If there are any conflicts between the terms and conditions of the RFA and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.
- viii. Costs are determined in accordance with OMB Circulars A-122, and A-87, Cost Principles for Non-Profit Organizations and Local Government respectively. OMB Circular A-133 is used pursuant to the Single Audit Act 502, and the Single Audit Act Amendments of 1996, P.L. 104-156.

## **V. Proposal Submission and Review Process**

*a. Submission process*

Applicants must email an electronic copy of their application to the grant program manager identified. If applicants are unable to scan the required signature pages then these signature pages should be faxed or mailed to JGA by the application deadline. All other materials must be received electronically.

All required sections and attachments of the application must be received by December 2, 2009 by 5:00pm; late proposals will not be accepted nor will JGA consider any applications that do not include all application requirements.

*b. Inquiries*

All questions pertaining to this RFA must be submitted in writing via email to the identified JGA grant manager. The questions and answers will then be distributed to all applicants. Questions that can be answered by referring to sections of the application, or that are specific to an applicant, may be answered directly by JGA staff. Oral explanations or instructions given prior to the award of grants will not be binding.

*c. Application review and scoring*

All applications that are complete and that meet the application criteria will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory only. The final decision to fund programs rests solely with JGA.

All applications for this RFA will be objectively reviewed and scored against the following key criteria:

- Outputs and outcomes (15 points)
  - Identification of project-specific outputs and outcomes in relation to those identified in the RFA and additional proposed measures
  - Demonstration of logical connection between proposed use of funds and output and outcome measures
  - Plan for collecting, analyzing, reporting, and using data as a way to measure progress toward outputs and outcomes and to refine and improve program operations
- Proposed project activities (35 points)
  - Concrete, detailed implementation plan and timeline reflective of RFA outputs, outcomes and preferred project elements
- Experience, expertise, and capacity (25 points)
  - Proven expertise and experience with the proposed program activities and associated collaborations
  - Included memorandums of understanding and letters of support from all project partners and related stakeholders
  - A strong record of programmatic and administrative competence with previous JGA funding (if applicable)
- Sustainability plan (15 points)
  - Concrete and specific plan for ensuring the sustainability of project activities and funding after JGA funding ends;
  - Current organizational resources, other than JGA funding, will support project activities, and will do so after JGA funding ends
- Budget and fiscal/administrative oversight (10 points)
  - Clearly defined budget and rationale for all proposed expenses
  - Thorough financial/administrative monitoring and oversight plan

*d. Award decisions and notification*

JGA will notify all applicants of the final award decision no later than December 15, 2009 (but likely well before). For those applicants receiving funding, this notice will include the exact grant award amount; Award Agreement between the applicant and JGA with all award terms and conditions; and requests for additional information and additional JGA forms for completion as needed.

## VI. Application Instructions and Attachments

### *Application instructions*

Applicants are required to follow the format below—including the use of the underlined sub-headings in the format of their application—and each application must contain the following information; any missing items or formal deviations will render the application ineligible. The maximum number of pages for the total proposal should not exceed twenty pages on 8 ½ by 11-inch paper; pages in excess of the maximum will not be reviewed. Application margins must not be less than one inch; a font size of 12-point is required (Times New Roman or Courier type recommended); and pages should be numbered.

All applications must include the following sections:

- Applicant Cover Sheet (Attachment A): The cover sheet includes the applicant, type of organization, program title and the amount of grant funds requested. The cover sheet must also include the identified programmatic and financial points of contact for the program and authorizing official.
- Program Narrative: The program narrative should include the following sections
  - Abstract: This section should summarize, in one paragraph, the amount of funds requested, and the proposed program and key activities associated with the requested funds.
    - Outputs and outcomes: This section should outline the applicant's outputs and outcomes—as per those cited in the RFA but identified in more specific detail and with target benchmarks provided where appropriate—as well as any additional proposed outputs and outcomes specific to the proposed program. The applicant should identify a clear, logical connection between the proposed use of JGA funds and how they will meet these outputs and outcomes. Finally, this section should describe the applicant's data collection/evaluation plans including:
      - The applicant's current capacity to collect, analyze, and report data on the identified outputs and outcomes;
      - The applicant's plan for collecting and reporting data on the program and its impact and/or for engaging in a formal evaluation during the grant period;
      - If engaging in a formal evaluation, how the applicant will identify an appropriate baseline/comparison group and seek to quantify the costs/benefits of program activities
      - How the applicant will use the data/evaluation findings to refine, expand, or discontinue the program, and will share these findings with other juvenile and criminal justice stakeholders
  - Proposed project activities: This section should include:
    - Identification of the population to be served and numerical benchmark targets
    - Describe the population to be served in greater detail including number served, eligibility criteria (including risks and needs), how eligibility will be assessed, and the referral process and procedures
    - Describe in detail the service model and approach for the program activities, the expected outcomes, and how this approach is supported by empirical research/best practices
    - List all project partners and stakeholders necessary to achieve the program benchmarks, their roles and responsibilities, and how the

applicant will ensure the ongoing participation and support of these stakeholders for the program activities

- Explanation of how the proposed activities and use of funds reflect the funding initiative preferred elements identified in section IIa.
  - Timeline of key implementation activities with associated deliverables (including all of the outputs identified in the RFA), and how the applicant will ensure fidelity to this timeline
  - Explanation of how this program is consistent with and will further the applicant's mission, and how the applicant's organization will programmatically support and maintain the program, as well as reinvest any generated cost savings, during and once JGA funding has ended
- Statement of Qualifications: This section should provide evidence on the qualifications, experience, expertise, and capacity of the applicant, and associated project partners, to achieve the identified outputs and outcomes. This section should include memorandums of understanding and letters of support from project partners and any stakeholders that oversee the population. Supporting reports, outcome data, awards, certifications, resumes, and/or references can also be included as attachments. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with JGA grants.
  - Sustainability Plan: This section should identify any other sources of funding that the applicant will use to support the proposed initiative; the timeframe and nature of this funding, and whether this funding will continue to support proposed activities after JGA funding ends. This section should also identify the applicant's plan to fund initiative activities at the end of the grant period.
  - Budget Template and Budget Computation/Narrative (Attachment B): This section should include the applicants' budget along with an included or separately attached narrative providing a clear and detailed explanation of and justification for each category of proposed expenditures. This section should also briefly outline the applicants' administrative and fiscal oversight plan to ensure that the program/project remains on track and funds are requested and expended in a timely and appropriate fashion.
  - Attachments: The following attachment should be included with applications:
    - Certification Regarding Lobbying: Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (attachment C)
    - Standard assurances (attachment D)
    - Organizational budget with a listing of all funding sources (most recent)
    - Audited financial statement (most recent)
    - Indication of non-profit corporation status (within past 24 months if applicable)
    - Organizational chart
    - Roster of board of directors (if applicable)
    - Key staff resumes (if applicable)
      - Qualitative/quantitative data, presentations, reports (if applicable)

**Attachment A: Applicant Cover Sheet**

Government of the District of Columbia  
Justice Grants Administration

*JGA use only:*  
Date Received: \_\_\_\_\_

(Grant name)

SUB-GRANT APPLICATION FACE SHEET

**Grant Name:**

**Fiscal Year of Funding:**

**Project Title:**

**Implementing Agency:**

**Duration (Begin/End Dates):**

**PROJECT COST:**

**Federal Funding Requested:** \$

**Matching Funds:** \$

**Total Project Budget:** \$

PROGRAMMATIC CONTACT		FINANCIAL CONTACT	
Name:		Name:	
Title:		Title:	
Address:		Address:	
Telephone:		Telephone:	
Fax:		Fax:	
Email:		Email:	

**AUTHORIZED OFFICIAL**

Name:

Title:

Address:

Telephone:

Fax:

Email:

Application is made for a sub grant under the above mentioned grant program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for criminal justice purposes.

I certify that this application, if awarded, will conform to the conditions set forth by the Justice Grants Administration.

\_\_\_\_\_  
**Authorized Representative Signature**

\_\_\_\_\_  
**Date**

**Attachment B: Budget Template and Budget Computation/Narrative**

**JUSTICE GRANTS ADMINISTRATION  
BUDGET TEMPLATE**

<b>BUDGET</b>	<b>JGA GRANT FUNDS</b>	<b>AGENCY/ORGANIZATION MATCH (not required)</b>
A. Personnel		
B. Fringe Benefits		
C. Travel		
D. Contracts/Consultants		
E. Supplies		
F. Equipment		
<b>Project Total</b>		

**BUDGET COMPUTATION and NARRATIVE**

**INSTRUCTIONS:** For each category of expenditures, please provide the computation for arriving at these expenditures as well as a brief narrative explaining how these expenditures relate to the project/program outputs and outcomes. Any category of expense not applicable to your budget may be deleted.

At the end of the document or as a separate attachment, please provide a brief outline of your administrative and fiscal oversight plan to ensure that the program/project remains on track and funds are requested and expended in a timely and appropriate fashion.

**A. PERSONNEL:** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		

**B. FRINGE BENEFITS:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		

**C. TRAVEL:** Please provide the purpose of the travel, destination and cost for each trip planned under the grant. Describe in the budget narrative how the planned travel meets the goals and objectives provided in the applicant's statement of work.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
Budget Narrative		



**D. CONSULTANTS/CONTRACTOR:** Provide a description of the project or services to be procured by consultant/contractor and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.00.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>

Budget Narrative

**E. SUPPLIES:** Please list all supplies that will be purchase under the grant and provide a brief description in the budget narrative whether any specialty supplies (other than general office supplies) will be purchased to fulfill the applicants proposed goals and objectives.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>

Budget Narrative

**F. EQUIPMENT:**

Please lists the equipment that will be purchased under the grant and provide a description in the budget narrative whether the proposed equipment augments current equipment used by the applicant.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>

Budget Narrative

**G. TRAINING:**

Provide a listing of all training workshop/seminars/conferences the applicant will attend. Please list any training conferences that the applicant will provide under the grant as described in the statement of work (if applicable), including a detailed explanation of the specific expenses associated with providing the training.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>

Budget Narrative

**ATTACHMENT C: CERTIFICATION REGARDING LOBBYING; DEBARMENT,  
SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE  
WORKPLACE REQUIREMENTS**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
JUSTICE GRANTS ADMINISTRATION**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Justice Grants Administration determines to sub award the covered transaction or grant.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities (attached), in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, Contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. The applicant certifies that it and its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.
  - b. Have not within a three year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local with commission of any of the offenses
  - d. enumerated in paragraph (1)(b) of this certification; and
  - e. Have not within a three year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

- A. The applicant certifies that it will or will continue to provide a drug free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing an ongoing drug free awareness program to inform employees about—
    - i. The dangers of drug abuse in the workplace;
    - ii. The grantee's policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
  - i. Abide by the terms of the statement; and
  - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Justice Grants Administration, 1350 Pennsylvania Avenue, N.W., Suite 407, Washington, DC. 20004. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted –
  - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

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Street address and zip code

Check \_\_\_\_ if there are workplaces on file that are not identified here.

## **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing within 10 calendar days of the conviction, to: Justice Grants Administration, 1350 Pennsylvania Avenue, N.W., Suite 407, Washington, DC 20004.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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Grantee Name

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Address

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Application Number and/or Project Name

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Grantee IRS/Vendor Number

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Typed Name and Title of Authorized Representative

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**Authorized Representative Signature**

**Date**

## ATTACHMENT D: STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.
6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may §3789d); the Victims of Crime Act (42 U.S.C. § 10604(e); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b); the Civil Rights Act of 1964 (42 U.S.C. § 2000d) the Rehabilitation Act of 1973 (29 U.S.C. §7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity –
  - a. will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b. it will comply with requirements of 5 U.S.C. §§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principle employment is in connection with an activity financed in whole or in part by federal assistance.

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Authorized Representative

Date

